

# QUICKFUND\$ BUDGET FOR INDIVIDUALS FORM 1-B

Applicant Name \_\_\_\_\_ Date \_\_\_\_\_

Fill out the appropriate QuickProject or Professional Development section below:

☐ **QUICKPROJECT:** Expenses for Project or Activity

Artist Fee \_\_\_\_\_ \$ \_\_\_\_\_  
(Funds needed by the applicant for time to complete a project.)

**Supplies/Materials** (The Commission cannot fund capital expenditures—see *Glossary*, page 60).

Itemize \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**Fees for Services and Other Expenses**, such as technical, production, consultant, shipping, equipment or space rental. (The Commission cannot fund promotional expenses, such as invitations, refreshments.)

Itemize \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**Travel/Subsistence** (Private vehicle @ .45 per mile) Cost allowed for travel beyond a 25-mile radius.

Airfare, car rental, or mileage \_\_\_\_\_ \$ \_\_\_\_\_  
Meals (not to exceed \$30 per day) \_\_\_\_\_ \$ \_\_\_\_\_  
Lodging \_\_\_\_\_ \$ \_\_\_\_\_  
Other \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL COST OF PROJECT** \$

**TOTAL GRANT REQUEST (up to \$1500)** \$

*Note:* Required cash match ratio 1:3. For example, if you request \$1,500, the match must be at least \$510.

☐ **PROFESSIONAL DEVELOPMENT:** Reimbursable expenses for applicants to attend workshops, conferences, gatherings, and seminars. Receipts for fees, lodging, and airfare are required for reimbursement.

**Fees** (Workshop/Conference/Seminar/Conference Materials/etc.)

Itemize \_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

**Travel/Subsistence** (Private vehicle @ .45 per mile) Cost is allowed for travel beyond a 25-mile radius.

Airfare, car rental, or mileage \_\_\_\_\_ \$ \_\_\_\_\_  
Meals (not to exceed \$30 per day) \_\_\_\_\_ \$ \_\_\_\_\_  
Lodging \_\_\_\_\_ \$ \_\_\_\_\_  
Other \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL COST OF ACTIVITY** \$

**TOTAL REIMBURSEMENT REQUEST (up to \$750)** \$

*Note:* Required cash match ratio 1:1. For example, if you request \$750, the match must be at least \$750.